

MyTax.DC.gov User Guide:

How to File a Motor Fuel Tax Return (FR-400M)

Importers who engage in selling motor fuel in the District of Columbia, and/or bringing fuel for use for excavating equipment on a District site will be able to file a Motor Fuel Tax Return via MyTax.DC.gov by following this step-by-step guide.

Can't find what you're looking for? Enter keywords here to filter.

1

Log In

Forgot username or password?

New user? Sign-up for MyTax.DC.gov

1a

Business
I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual
I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property
I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands
I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms
I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links
I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments
I want to...

- > Pay with Credit/Debit Card

Resources
I want to...

- > Go to OTR Homepage

Taxpayer Advocate
I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

Submissions
I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

Tax Law and Guidance
I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

More...
I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

1. From the MyTax.DC.gov homepage, log in using your Username and Password.
 - a. If you are a new user, from the MyTax.dc.gov homepage, click on the Sign up for MyTax.dc.gov hyperlink to register.

MyTax.DC.gov User Guide: How to File a Motor Fuel Tax Return (FR-400M)

BUSINESS TEST
00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517

Welcome, tester
You last logged in on Thursday, Oct 29, 2020 11:59:13 AM
[Manage My Profile](#)

Favorites **Summary** Action Center ² Settings More...

filter

Corporation Franchise Tax BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 250-000075012 Balance \$0.00	> Make a Payment > Returns > View Other Options...
Sales & Use Tax BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 350-000055010 Balance \$0.00	> Make a Payment > Returns > View Other Options...
Motor Fuel BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517 Action Center Items ²	Account 370-000075014 Balance \$0.00	> Make a Payment > Returns > View Other Options...

2. From your homepage **Summary**, locate the **Motor Fuel Account**, and click **Returns**.

BUSINESS TEST

Returns Balance **\$0.00**

Motor Fuel
370-000075014
BUSINESS TEST

Returns **Periods**

Period	Balance	
31-Dec-2019	\$0.00	▲ File Return
30-Nov-2019	\$0.00	▲ File Return

3. Under the **Periods** tab, select the period that you are filing the tax return, and click **File Return** hyperlink.

The screenshot shows the MyTax DC interface. At the top, there is a blue header with the MyTax DC logo and navigation icons. Below the header, the breadcrumb trail shows '< Returns'. A yellow box highlights the 'FR-400M Return' link, which is also enclosed in a red box labeled '4'. Below this link, the return details are listed: '30-Nov-2019', 'Motor Fuel', '370-000075014', and 'BUSINESS TEST'. The main content area is titled 'FR-400M Return' and contains a 'Return Information' section. This section has three questions, each with 'No' and 'Yes' radio button options. A red box labeled '4a' is placed over the 'No' option for the second question. A yellow box highlights the 'No' and 'Yes' options for the third question. Below the questions, a red message states: 'Continue to the next step and the "Import" button will be available.' At the bottom right of the section, there is a link: 'Download Excel worksheet (xlsx) if using file import'. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons. A yellow box highlights the 'Next' button, which is also enclosed in a red box labeled '4b'.

- 4. The **FR-400M** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click Next.

The screenshot shows the MyTax DC interface. At the top, there is a blue header with the MyTax DC logo and navigation icons. Below the header, the breadcrumb trail shows '< Returns'. The main content area is titled 'FR-400M Return' and contains the return details: '30-Nov-2019', 'Motor Fuel', '370-000075014', and 'BUSINESS TEST'. Below this, there is a progress bar with two steps: 'Return Information' (completed) and 'Import' (active). A yellow box highlights the 'Import' button, which is also enclosed in a red box labeled '5'. Below the progress bar, there is a section with the following information: '2019', 'Monthly Motor Fuel Tax Return', 'BUSINESS TEST', 'Due Date: 12/26/2019', 'Government of the District of Columbia', 'FR-400M', 'Account ID: 370-000075014', and 'Tax Period Ending: 11/30/2019'. Below this information, there is a message: 'Please use the "Import" button below to upload your motor vehicle fuel schedules or you may click "Next" to enter your schedules manually.' At the bottom right of the message, there is an 'Import' button, which is highlighted with a yellow box and a red box labeled '5a'. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons. A yellow box highlights the 'Next' button, which is also enclosed in a red box labeled '5b'.

5. On the **Import** page, you have the option to **Import** motor fuel schedules.
 - a. Click Import to import motor fuel schedules (Optional).
 - b. Click **Next**.

? ⓘ

Returns

FR-400M Return
 30-Nov-2019
 Motor Fuel
 370-00075014
 BUSINESS TEST

FR-400M Return

Return Information
Import
FR-400M Return

6

2019
 Monthly Motor Fuel Tax Return
 Government of the District of Columbia

FR-400M

BUSINESS TEST
 Account ID: 370-00075014
 Tax Period Ending: 11/30/2019

[View Form Instructions](#)
 Due Date: 12/26/2019

Inventories (all Fuels: Diesel & Gasoline)

1. Opening Inventory (Included in transit)	0
2. Receipts at marketing locations in DC from sources outside DC (Schedule 2)	0
3. Receipts at marketing locations in DC from sources within DC (Schedule 3)	0
4. Direct delivery to other states (Schedule 4)	0
5. Direct delivery to customers in DC (Schedule 5)	0
6. Other receipts (Schedule 6)	0
7. Total (Lines 1 - 6)	0
8. Minus closing inventory (including in transit)	0
9. Gallons to be accounted for (Line 7 minus Line 8)	0

Distribution (all Fuels: Diesel & Gasoline)

10. Sales and transfers out of DC (Schedule 10)	0								
11. Sales to licensed importers in DC (Schedule 11)	0								
12. Sales to: (Schedule 12)	0								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">(a) US Government</td> <td style="font-size: x-small;">(b) DC Government</td> <td style="font-size: x-small;">(c) Diplomatic Corps Members</td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: right; border: 2px solid yellow;">0</td> </tr> </table>	(a) US Government	(b) DC Government	(c) Diplomatic Corps Members		0	0	0	0	0
(a) US Government	(b) DC Government	(c) Diplomatic Corps Members							
0	0	0	0						
13. Other non-taxable distributions (Schedule 13)	0								
14. Gain or loss (If a gain, enter a negative number to deduct)	0								
15. Total non-taxable distributions (Lines 10 - 14)	0								
16. Taxable Sales	0								
17. Sales at self-operated retail service stations	0								
18. Taxable Use	0								
19. Total taxable distribution (Lines 16, 17, and 18)	0								
20. Total of Lines 15 and 19 (must equal Line 9)	0								

Tax Computation	Gallons	Dollars								
21. Total taxable distribution of all Fuels: Diesel & Gasoline (gallons only) X the set rate per gallon	0	\$0.00								
22. Total Taxable Sales and Use of Diesel Fuel: (Schedule 22): gallons only	0									
23. Minus tax paid on purchases: (Schedules 2, 3, 4, and 5):	0	\$0.00								
24. Minus previously taxed sales to:										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">(a) US Government</td> <td style="font-size: x-small;">(b) DC Government</td> <td style="font-size: x-small;">(c) Diplomatic Corps Members</td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: right; border: 2px solid yellow;">0</td> </tr> </table>	(a) US Government	(b) DC Government	(c) Diplomatic Corps Members		0	0	0	0	0	\$0.00
(a) US Government	(b) DC Government	(c) Diplomatic Corps Members								
0	0	0	0							
25. Diversions	0	\$0.00								
26. Subtract total of lines 23, 24, and 25 from Line 21	0	\$0.00								
27. Tax Due		\$0.00								
28. Refund Due		\$0.00								

Cancel
6a

< Previous
Next >

- 6. On the **FR-400M Return**, if you chose manual entry, enter values in the editable spaces where applicable. Your entries will determine the automatic calculations in the gray spaces. If there is a **Tax Due**, it will be noted on **Line 27**. If you are due a **Refund**, it will be noted on **Line 28**.
 - a. Click **Next**.

MyTax DC

FR-400M Return

30-Nov-2019
Motor Fuel
370-00075014
BUSINESS TEST

FR-400M Return

Return Information Import FR-400M Return Attachments

View Form Instructions

2019 Monthly Motor Fuel Tax Return BUSINESS TEST Due Date: 12/26/2019
Government of the District of Columbia FR-400M Account ID: 370-00075014 Tax Period Ending: 11/30/2019

Attachments

Type	Name	Description	Size
There are no attachments.			

Please attach your Motor Fuel Tax attachments.

If you have an entry on Line 24, you must attach all applicable invoices

Cancel Previous Next

- 7. Complete the **Attachments** section. a. Attach all applicable **Motor Fuel** invoices and schedules by clicking the **Add Attachment** button to the right of the screen.
 - c. Click **Next**.

The screenshot displays the 'Payment Options' page for an FR-400M return. The page is divided into several sections:

- Payment Information:** A dropdown menu is set to 'Pay Through ACH Debit'.
- Payment Method:** Includes fields for 'Bank Account Type' (with 'Checking' and 'Savings' options), 'Routing Number', 'Account Number', and 'Confirm Account Number'. A checkbox at the bottom asks to 'Save this payment method for future use'.
- Payment:** Includes fields for 'Payment Date' (03-Dec-2020), 'Amount' (\$9,400.00), and 'Confirm Amount'.

Navigation buttons include 'Cancel', 'Previous', and 'Submit'.

8. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar. **Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through ACH Debit**.
 - a. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. Confirm your **Account Number**.
 - b. If you would like MyTax.DC.gov to store your bank account information, click Yes beneath and **Save** this payment for future use. For this example, we selected No.
 - c. In the **Payment** section, choose a **Payment Date**. Confirm the amount of payment.
 - d. Click **Submit**.

9 Confirmation ×

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

Enter your password below to electronically sign this return.

Password *
Required

Cancel OK 9a

9. In the **Confirmation** pop-up window, enter your MyTax.DC.gov Password, which will act as your electronic signature.
 - a. Click **OK**.

The screenshot shows the MyTax DC interface. At the top is a blue header with the OTR logo and 'MyTax DC'. Below the header is a navigation bar with '< Returns'. The main content area is titled 'Confirmation' and contains the following text: 'Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records. Your request confirmation number is 0-000-046-492. Please retain your confirmation number for future reference.' Below this is a table of return details: Tax Type: FR-400M - Monthly Motor Fuel Tax Return; Filed For: 370-000075014 BUSINESS TEST; Period Ending: 30-Nov-2019; Balance Due: \$9,400.00; Submitted Date: 03-Dec-2020 8:38:06 PM. At the bottom, there is contact information: Contact Us: (202) 759-1946, e-services.otr@dc.gov. Two buttons are visible at the bottom: 'Printable View' and 'OK', both highlighted with a yellow border. A red box with the number '10' is placed to the right of the 'OK' button.

10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.